ABC: A category of fire extinguisher indicating the extinguisher is rated for fighting most types of fires.

abrasion (n.): The wearing of the skin, such as a scrape.

accident (n.): An undesirable, unforeseen event.

acquired immune deficiency syndrome (n.): A group of diseases caused by the HIV virus.

acute exposure (n.): Exposure to a toxic substance that causes severe harm or death. Acute exposure lasts no longer than a day.

adjustable guard (n.): A protective, movable barrier on a machine or tool, such as on a table saw.

AIDS (abbr.): Acquired immune deficiency syndrome.

ALK (abbr.): An abbreviation used on hazardous-warning labels to show a substance to be an alkali.

annunciator panel (also fire panel and fire annunciation panel) (n.): An electrical display—usually located near the front desk—to identify the location of a fire or smoke alarm event.

asbestos (n.): A chemical-resistant, incombustible, fibrous mineral that can pollute air or water and may cause cancer when inhaled. Asbestos is magnesium silicate and is used for fire proofing, electrical insulation, building materials and chemical filters.

BBP (abbr.): Bloodborne pathogen.

biohazard (n.): 1. A biological agent, such as an infectious microorganism, or a condition that is a threat to humans. 2. The potential danger, risk or harm from exposure to such an agent or condition.

blood-borne pathogen (abbr. BBP): A microorganism found in blood and other bodily fluids and that may cause a disease.

bodily fluid (n.): For purposes of biohazard protection, any liquid from the human blood, such as blood, semen, vaginal fluid, vomit, saliva and breast milk.

burn (n.): An injury to the skin and deeper tissue caused by heat from fire, liquids, solids, steam, caustic chemicals, radiant heat, electricity or radiation.
carbon monoxide (n.): A highly poisonous gas that results from the incomplete combustion of a material containing carbon, such as gasoline, oil, charcoal and propane gas. Carbon monoxide (CO) is odorless and colorless.

carcinogen (n.): A substance (such as vinyl chloride, asbestos, tobacco smoke or benzene) that causes cancer.

carcinogenic (adj.): Having the characteristic of causing cancer.

cardiopulmonary resuscitation (n.): An emergency procedure using heart massage and artificial respiration to maintain blood circulation and oxygen to the brain.

Artificial Respiration, forcing of air into and out of the lungs of one person by another person or by mechanical means. It is employed during suspension of natural respiration.

Human Intervention
Because of the danger to the brain of even short periods without oxygen, artificial respiration should always be started immediately. The mouth-to-mouth method, which involves the rescuer's breathing directly into the victim's lungs through the mouth, is the recommended means of artificial respiration. To restore breathing to a choking person, a rescuer should use the Heimlich maneuver, a series of movements that forces air out of the lungs to dislodge the obstruction of the windpipe. Another type of respiratory first aid is called cardiopulmonary resuscitation (CPR). In this procedure, which requires special training and is used on a person who has had a heart attack, the reviver alternately breathes for the victim and performs external massage on the person's chest to keep blood moving through the body.

Respirators
Mechanical devices for artificial respiration include the portable resuscitator and the heart-lung machine used to maintain oxygen level in the blood during heart surgery. Continued severe breathing difficulties may require help from a mechanical ventilator, which forces air into the lungs through a tube inserted into the nose, the mouth, or a slit in the trachea.¹

carpal tunnel syndrome (n.) (abbr. CTS): an injury to the median nerve in the arm that may result in pain, numbness or tingling in the hand or fingers. This injury has become increasingly common as the result of using computer keyboards, but may also be the result of repetitive motions in such work areas as the kitchen.

caucustic (adj.): Corrosive, able to corrode by chemical reaction.

¹ Encarta® 98 Desk Encyclopedia © & ⊙ 1996-97 Microsoft Corporation.

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Centers for Disease Control and Prevention (p.n.): An agency of the U.S. federal government headquartered in Atlanta, Georgia.

Centers for Disease Control and Prevention (CDC), an agency of the United States Public Health Service, with headquarters in Atlanta, Georgia. The CDC conducts research into diseases and develops methods for their control and prevention. It helps develop immunization services, provides public health information, and aids in the training of health workers.

chemical (n.): Any element, chemical compound or mixture of elements and/or compounds.

chemical-protective clothing (comp. adj. and n.): Clothing that is able resist chemical permeation, penetration or degradation.

chronic (adj.): Describing a health problem that develops or persists over a long period of time.

compliance (n.): Meeting the requirements of the law or Company policy.

conductive (adj.): The capability to conduct or transmit electricity, heat sound or light.

container (n.): According to OSHA, “any bag, barrel, bottle, box, can, cylinder, drum, storage tank or the like” that contains a material.

contaminate (v.t.): To stain, corrupt, or infect by contact or association.

COR (abbr.): An abbreviation used on hazardous-warning labels to show a substance to be a corrosive.

combustion (n.): The process of burning.

corrosive (n.): A chemical that causes destruction by chemical action at the site of contact.

CPR (abbr.): Cardiopulmonary resuscitation.

critical control point (adj. and n.): For Hazard Analysis Critical Control Point (HACCP) programs, a procedure, step or moment in the food process when a control can be applied that results in reduction, prevention or elimination of a food safety risk.

cross-contamination (comp. n.): The condition in which one food becomes contaminated from micro-organisms of another food, often from using one kitchen tool with both foods. For example, using the same knife or cutting board for pork and chicken may cause cross-contamination.
CTD (abbr.): Cumulative trauma disorder.

CTS (abbr.): Carpal tunnel syndrome.

**cumulative trauma disorder** (n.) (abbr. CTD): An occupational illness that develops over time and is caused by constant repetitive motion.

**deadbolt** (also dead bolt) (n.): A lock or bolt part of a lock that is moved by turning a knob and without the use of a spring.

**decontaminate** (v.t.): The removal of a contaminating substance from a person or object.

**disinfectant** (n.): A chemical that destroys microorganisms and reduces or eliminates infection.

**earmuff** (n.): A padded cushion that covers the ears and used to protect from excessive loud noises.

**earplug** (n.): A molded plug that fits into the ear canal used to protect the ear from loud and excessive noises.

**electrical shock** (adj. and n.): Electrical current that passes the body potentially doing harm.

**electronic lock** (adj. and n.): In the lodging business, a lock activated by a magnetic card rather than a traditional metal key. Electronic locks are most often used for guest rooms, because the hotel does not have to replace the locks when a key is missing.

**emergency** (n.): A event that suddenly causes a serious threat to life or property.

**enhanced 9-1-1** (also E9-1-1): A feature for modern hotel telephone equipment that includes notification of the guestroom number to those officials receiving 9-1-1 calls; also various laws and regulations regarding the same and wireless 9-1-1 calls.

**exposure** (n.): The condition of being subject to some effect of influence.

**exposure control plan** (n.): In safety management, a plan to reduce the risk of exposure to a dangerous material or situation.
explosion (n.): The sudden and violent release of mechanical, chemical or nuclear energy causing heat and usually the release of gases.

eye hazard (n.): A hazard that poses a risk to the eye.

eye-wash station (n.): A location or collection of equipment and/or supplies for rinsing hazardous materials from eyes.

E. coli (n.): An especially dangerous microbe occurring in undercooked meat. One of the more dangerous strains of E. coli is E. coli O157:H7.

face shield (n.): A clear window attached to a frame that fits over the face for protection.

fire (n.): A rapid chemical change releasing heat and light accompanied by flame.

Fire, heat and light from the rapid combination of oxygen with other materials. The flame, which gives the light, is composed of glowing particles of burning material and luminous gases. For fire to exist, a combustible substance must be present, the temperature must be high enough to cause combustion (the ignition temperature), and enough oxygen must be present to sustain rapid combustion.

People have produced fire by two principal methods, friction and percussion. Friction raises the temperature of combustible kindling to ignition temperature. The percussion method produces a spark to set kindling afire. Rubbing together two pieces of wood until they reach ignition temperature is the friction method. Striking flint against pyrite or steel to get sparks is the percussion method. With matches, friction makes the tip hot enough to ignite chemicals in the match head. Using a lens to concentrate the rays of the sun on combustible material may also produce fire.²

fire pump (n.): A large water pump for keeping pressure at a high level for a building’s sprinkler system.

first aid (n.): Emergency medical treatment for a minor injury or illness or given before more comprehensive or professional is available.

first-aid kit (n.): A container of devices, supplies, equipment and tools used for giving first-aid treatment.

fixed guard (adj. and n.): A protective, immovable barrier, such as a cover on a machine.

flameproof (adj.): Having the characteristic of being resistant to damage from contact with flames.

flammable (adj.): Capable of burning and igniting. Note: Flammable and inflammable have the same meaning. Inflammable is grammatically correct, but—because of the potential for confusion—it is less commonly used than the grammatically less-correct flammable.

"Historically, flammable and inflammable mean the same thing. However, the presence of the prefix in- has misled many people into assuming that inflammable means “not flammable” or “noncombustible.” In the circumstances, it is therefore advisable to use only flammable in contexts imparting warnings or on product labels, where a misinterpretation might have more serious consequences for the reader than an etymological mistake would deserve."

flame-resistant (comp. adj.) (also flame-retardant): Having been treated to resist burning.

flame-retardant (comp. adj.) (also flame-resistant): Having been treated to resist burning.

class (n.): The overflowing of water onto an area normally dry.

food safety hazard (n.): For Hazard Analysis Critical Control Point (HACCP) programs, any biological, physical or chemical property that may cause a food to be unsafe for human consumption.

goggles (pl. n.): Eye coverings that seal around the eyes for protection.

guard (n.): A protective barrier on a machine or tool.

hardhat (n.): A light-weight protective helmet made of rigid material (usually plastic) that protects the head from injury.

HACCP (abbr.): Hazard Analysis Critical Control Point.

halon (n.): A chemical used to extinguish fires and having little corrosive capacity. Halon is favored for extinguishing fires around electrical equipment, such as computers and telephone switches, because halon will not corrode metals.

class (n.): A possible source of danger.

class communication (n.): The process that includes informing workers about workplace hazards, accurate labeling of hazards and effective training of employees about proper handling and use of those hazardous materials in the workplace.

Hazard Analysis Critical Control Point (p.n.) (abbr. HACCP): A program for controlling, reducing and eliminating food-borne illnesses by identifying and modifying procedures and conditions at critical points in food processing and preparation. Government regulatory organizations, equipment manufacturers, food processors, food-service establishments and others may initiate HACCP programs. There are seven steps in standard HACCP programs:

1. An analysis of potential food safety hazards. A "food safety hazard" is any biological, physical or chemical property that may cause a food to be unsafe for human consumption.

2. The identification of critical control points. A "critical control point" is a procedure, step or moment in the food process when a control can be applied that results in reduction, prevention or elimination of a food safety risk.

3. The establishment of critical limits for each control point. A "critical limit" is the measurable minimum and maximum condition at the control point for controlling, reducing or eliminating the food safety risk.

4. The establishment of monitoring systems for the critical control points.

5. The establishment of corrective actions to achieve the critical limits of each critical control point.

6. The establishment of record-keeping procedures. Record keeping includes verification activities, a record of compliance and variance from critical limits and procedures for handling deviations from critical limits.

7. The establishment for verifying that the HACCP program is working as intended.

hazard warning (n.): For labeling, any wording, pictures or symbols appearing on a label that convey the hazards of the chemical in the container.

hazardous chemical (adj. and n.): A chemical posing a risk to safety or health.

hazardous substance (adj. and n.): Any material that poses a threat to human health and/or environment.

HazCom (abbr.): Hazard communication.

HazMat (abbr.): Hazardous material.
**Heimlich maneuver** (n.): An emergency procedure for opening up the airway of a choking person.

*Heim·lich maneuver* (hîm′lek′ me-nî′ver, -lîKH′) noun
An emergency technique used to eject an object, such as food, from the trachea of a choking person. The technique employs a firm upward thrust just below the rib cage to force air from the lungs. [Alter Henry J. Heimlich (born 1920), American surgeon.]

**herbicide** (n.): A chemical used to kill or control the growth of plants, such as weeds.

**HIV** (abbr.): Human immunodeficiency virus, the virus that causes AIDS.

**hypothermia** (n.): The condition of having an unusually low body temperature.

*Hypothermia*, condition in which body temperature falls drastically because of exposure to cold. In hypothermia, the body shuts off blood flow to the body's surface. First aid may involve wrapping the patient in blankets. Treatment at a hospital involves slowly raising the body temperature by various means.

**IDLH** (abbr.): Immediately dangerous to life and health.

**impervious** (adj.): Unable to be penetrated.

**ingest** (v.t.): to take in, as for digestion.

**inhalation** (n.): The act of entering the body by breathing.

**injury** (n.): Damage to a person or thing.

**insulation** (n.): Any of various products that provides a sound, heat or electrical barrier.

**interlocked guard** (adj. and n.): A protective device that, when activated, disconnects a machine's power source.

**label** (n.): Any written, printed, or graphic material displayed on or affixed to a container.

**latex** (n.): In one form, a synthetic rubber used for protective equipment, such as gloves.

**leggings** (pl. n.): Protective coverings worn over the legs.
lockout (n.): A procedure in which an electrical power source and operating controls are disconnected with a lock that holds the control in the “off” position.

machine guard (n.): A safety device used on or around machinery to help prevent injury to users.

Material Safety Data Sheet (n.) (abbr. MSDS): An outline that identifies hazardous chemicals, health and physical hazards, exposure limits and precautions for storage and handling.

mechanical lock (adj. and n.): A lock activated by non-electronic means and usually using a traditional metal key.

microorganism (n.): An organism (living thing) so small as to be visible only by using a microscope or similar device. Bacteria and viruses are microorganism.

MSDS (abbr.): Material Safety Data Sheet.

National Fire Protection Association (NFPA) (n.): A non-profit technical and educational organization founded in 1896 for fire protection and education. See www.nfpa.org.

National Institute for Occupational Safety and Health (n.) (abbr. NIOSH): An organization of the U.S. federal government responsible for research on occupational safety and health standards.

neoprene (n.): A synthetic rubber often used for personal protective equipment, including gloves, aprons and the soles of shoes.


NIOSH (abbr.): National Institute for Occupational Safety and Health.

nonconductive (adj.): The inability to conduct or transmit electricity, heat, sound or light.
Occupational Safety and Health Administration (n.): An agency of the U.S. federal government for enforcing workplace safety and health laws.

“Occupational Safety and Health Administration (OSHA), agency of the United States Department of Labor, established in 1970 to reduce hazards in the workplace and enforce mandatory job safety standards. OSHA also implements and improves health programs for workers. The agency is headquartered in Washington, D.C. From its beginnings, OSHA has been a controversial agency. Businesses criticize the agency for enforcing rigid, costly regulations, excessive paperwork, and unfair penalties. Labor complains of weak enforcement procedures and a failure to reduce occupational hazards.”

OSHA (abbr.): Occupational Safety and Health Administration.

OX (abbr.): An abbreviation used on labels to show a substance to be an oxidizer.

pathogen (n.): An agent that causes disease, for example some microorganisms.

penetration (n.): A chemical’s passage through an opening in a protective material.

permeation (n.): The passage of a chemical through a protective material (such as protective clothing) on a molecular level, even if the material has no visible holes.

personal protective equipment: A devices or clothing designed to protect against workplace hazards.

poison (n.): A substance (particularly a chemical) that causes illness or death.

PPE (abbr.): Personal protective equipment.

PSAP (abbr.): Public safety answering point.

public safety answering point (n.): The assigned place where 9-1-1 calls are directed.

puncture (v.t.): To pierce with a sharp point.

radiation (n.): Energy radiated in the form of rays, waves, or streams of energetic particles.

reactivity (n.): A measure of tendency of a substance to undergo chemical reaction with the release of energy.

**respirator** (n.): A device designed to protect the wearer from inhaling harmful contaminants.

**respiratory system** (n.): An animal’s system for breathing and the channels by which the breathing system connects with the outer air.

**right to know**: A term applied to a variety of laws and regulations that provide customers and employees the availability of information on hazards.

**risk** (n.): 1. The possibility of harm or loss; danger. 2. The probability of an uncertain danger.

**risk manager** (n.): One whose job it is to control and limit the danger of loss.

**risk management** (n.): The activities associated with limiting and controlling risk and the danger of loss.

**rolling blackout**: An electrical outage due to an overloaded utility system during times of excessive demand.

**safety** (n.): The condition of being safe, freedom from danger and injury.

**safety officer** (n.): One who has special responsibility for an organization’s safety programs.

**safety glasses** (pl. n.): Eye protectors with side pieces that fit over the ear.

**SCBA** (abbr.): Self-contained breathing apparatus respirator.

**security** (n.): 1. Free from danger. 2. A hotel department responsible for safety and protection.

**SEI** (abbr.): Safety Equipment Institute.

**self-adjusting guard** (comp. adj. and n.): A protective barrier that moves with the use of a machine or tool, such as on a hand-held rotary saw.

**sharps container** (n.): A container—usually of metal—for safely storing and discarding sharp objects, such as needles and broken glass.

**shatterproof** (adj.): Having the inability to break apart.

**shock** (n.): 1. Impact. 2. A temporary medical condition in reaction to severe physical or emotional trauma and usually including a sharp decline in blood pressure and other vital processes.

**sideshield** (n.): A piece worn on the side of safety glasses or goggles to prevent hazards from entering the eyes from the side.
**smoke** (n.): Small particles in air, usually produced by combustion. “The particles are usually less than one one-millionth of a meter across and not visible individually. Larger particles that can be seen singly are called dust, and dust particles settle rapidly compared to smoke.”

**smoke detector** (n.): An alarm that detects the presence of smoke.

**sprinkler system** (n.): A system of overhead pipes releasing water for the purpose of suppressing fires. Typically, they release very high volumes of water when the sprinkler head (release valve) reaches a specific temperature.

**stability** (n.): The likelihood a material is to remain unchanged.

**suspension** (n.): The inner structure of a hard hat.

**tag-out** (n.): A system or procedure for which a tag is put onto a disconnected electrical power source. The tag states that only authorized personnel may reconnect the power.

**toe cap** (n.): A metal reinforcement added to the toe of safety shoes to reduce foot injuries.

**total blackout**: An electrical failure affecting a large area and is usually due to the failure of a power plant or the utilities grid system.

**toxic substance** (adj. and n.): A chemical that may present a safety, health or environmental risk.

**vapor** (n.): The gaseous state of a substance.

**vinyl chloride** (n.): A chemical used to make plastics and a known carcinogen.
virus (n.): Any of numerous microscopic parasites that sometimes cause diseases.

Virus: Any of many infectious agents found in virtually all life forms. Viruses are between 20 and 100 times smaller than bacteria. They are not considered free-living, since they cannot reproduce outside a living cell.

Structure and Classification

Unlike cellular organisms, in which deoxyribonucleic acid (DNA) is the sole genetic material, viruses contain either DNA or ribonucleic acid (RNA). A virus has a protective protein coat called a viral capsid. The proteins that form the virus particle are called structural proteins. Viruses also carry genes for making other proteins, called nonstructural proteins. Capsids and their genetic material are together referred to as nucleocapsids. Some virus particles have only nucleocapsids, while others contain additional structures, such as a lipid envelope over the protein. Inserted into this envelope are glycoproteins that bind virus particles to host cells. Some bacteriophages, which invade bacteria, have a tubular sheath with several long tail fibers that help the viruses attach to bacteria and inject DNA into the bacteria.

Viruses are classified according to their type of genetic material, their method of reproduction, and their structure. More than 4000 viruses have been classified into 71 families. Disease-causing agents, or pathogens, that resemble incomplete viruses are called viroids and prions. Viroids, which infect only plants, are circular RNA molecules. A prion is a human or animal pathogen that is only a protein.

Disease

Viruses enter the body in a variety of ways. Some pass directly through the skin after direct contact with the lesions (sores) of infected people. Other viruses enter with infected blood products. Hypodermic needles and animal and insect bites can transmit viruses through the skin. Viruses can be transmitted into the respiratory tract by airborne droplets of mucus or saliva, and others enter through the gastrointestinal tract. Sexually transmitted viruses gain entry through the genitourinary route. See Acquired Immune Deficiency Syndrome; Ebola; Hepatitis; Herpes; Influenza; Measles; and Rabies.

Virus infections can be either localized or spread throughout the body, and viral illnesses can be either acute or chronic. Several human viruses are likely to be agents of cancer, although the precise role of these viruses is not well understood. Some viruses must infect more than one species to complete their life cycles.

Defense

The body's immune system has many natural defenses against virus infections. Infected cells produce chemicals that can signal nearby uninfected cells to mount their defenses, preventing virus invasion. The immune system produces specific antibodies that can bind and inactivate viruses or recognize infected cells and destroy them.

Most treatments for viral diseases simply relieve symptoms, such as fever, dehydration, and achiness, although antiviral drugs are available for some diseases. Prevention is a more effective method of controlling virus infections. Viruses that are transmitted by insects are controlled with pesticides. Successful vaccines are currently available for poliovirus, influenza, rabies, rubella, yellow fever, measles, mumps, and chicken pox.
Viruses undergo very high rates of mutation. This genetic alteration enables them to adapt continually to new environments, to escape immune response, to alter their effects, or to access new cell types. Many scientists believe that the human immunodeficiency virus (HIV) comes from a closely related monkey virus, SIV (simian immunodeficiency virus), that acquired the ability to infect human beings.8

workers’ compensation (also workers’ compensation insurance) (n.): An insurance plan for compensating employees who are injured or who become ill as a result of employment.

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